State of Michigan
Administrative Guide to State Government

0910.04 Retrieval of Records from Records Center Operations

Issued: January 1, 1994
Revised: November 2, 2018

PURPOSE

Establish a process for agencies to retrieve records in the physical custody of DTMB Records Center Operations.

APPLICATION

Executive Branch Departments and Sub-units and all other state operations which utilize Records Management Services.

CONTACT AGENCY

Department of Technology, Management and Budget (DTMB)
Office of Support Services (OSS)
Logistics and Operations Support (LOS) Division
Records Management Services (RMS)
Records Center Services
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Email: recordscenter@michigan.gov

Website: https://stateofmichigan.sharepoint.com/sites/som-spc-records-management

SUMMARY

Records in the physical custody of Records Center Operations remain legally owned by the originating agency. Agencies have full right and opportunity to access and retrieve individual documents, files or boxes of records as required. Records Center Operations maintains security over the records. Access is available only to representatives of the respective agency that owns the record, or to other persons who may be authorized specifically by the agency.

APPLICABLE FORMS

None.

General Information

A records management system is used to track all activities associated with the retrieval and return of items in the physical custody of Records Center Operations.

Agency

- The Records Management Officer (RMO) must request a user account for the records management system for anyone needing to receive items stored at the State Records Center.

- Follows the instructions in the [Records Center Operations Manual](https://stateofmichigan.sharepoint.com/sites/SOM-SPC-Records-Management/Shared%20Documents/RCUserManual.pdf) (https://stateofmichigan.sharepoint.com/sites/SOM-SPC-Records-Management/Shared%20Documents/RCUserManual.pdf), available on the RMS Intranet site, when retrieving, permanently checking out, or returning items stored at the State Records Center.

Records Center Operations

- Retrieves items per instructions on requests received via the records management system.

- Verifies the identity of visitors who visit the State Records Center to retrieve items.

- Places returned items in the appropriate container and/or storage location.

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